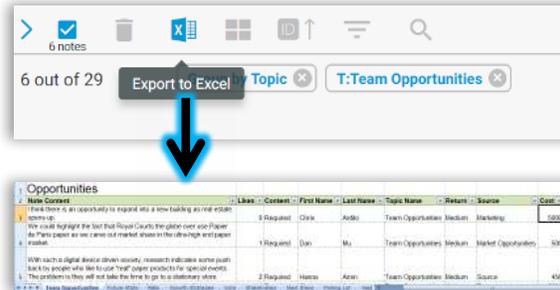
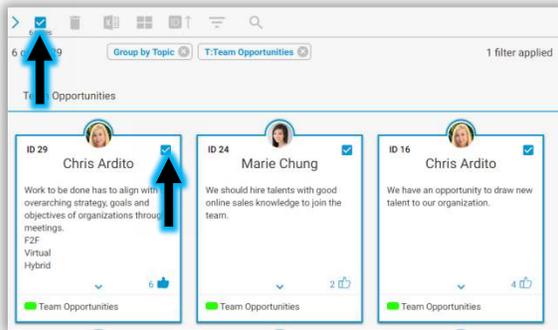


How to Export Notes to Excel

FROM THE NOTES WALL

In the Notes Wall select the notes you want to export. (Notes can be selected individually using the top right checkbox on each note. Or, notes can be bulk selected using the 'select all' top left checkbox)

Select 'Export to Excel'. An Excel .xlsx file will automatically download. Each Topic's notes will be displayed within the appropriate worksheet tab. The last tab in the spreadsheet is labeled the 'All' tab and contains every note in the wall on one worksheet.



FROM THE GROUP WALL

Unlike the Note Wall, there is no need to select individual notes. Instead, in the 'Group Wall' select 'Export to Excel'. Select the topics to export and click 'Export to Excel'.

Groups, highlighted in yellow, and their affiliated notes appear within each of the Topic worksheet tabs. The last tab in the spreadsheet is labeled the 'All' tab and contains every note in the wall including their associated groupings.

